

**TOWN OF SHEFFIELD
FINANCE COMMITTEE
SELECT BOARD
NOVEMBER 15, 2021
VIRTUAL MEETING
5:00 PM**

Finance Members Present: Nadine Hawver, Chairman
David Macy
Kenneth Smith
Julie Hannum
Colin Smith

Board Members Present: Rene C. Wood
Martin C. Mitsoff
Robert C. Kilmer, Jr.

Others Present: Rhonda LaBombard, Town Administrator
Jill Hughes, Assistant to Town Administrator

Chairman Hawver opened the Finance Committee meeting at 5:00 PM.

Chairman Wood opened the Select Board meeting at 5:00 PM.

Approval of Minutes:

Kenneth Smith moved to approve the meeting minutes from June 30, 2021, seconded by Julie Hannum. The motion carried 4-0. Colin Smith abstained from the vote.

Action Regarding Reserve Fund Transfers:

Conservation Commission - \$1,500 for advertising public hearings. Administrator LaBombard explained that the cost to publish legal notices in the newspaper has risen and the Commission had to re-advertise a couple public hearings that had errors.

Planning Board - \$1,500 for advertising public hearings. Administrator LaBombard explained that there was an issue with advertising a public hearing for one of the citizen's petition for bylaw changes and the additional cost was approximately \$700. She further explained that the Board had to re-advertise other hearings due to errors.

Board of Health Budget - \$3,000 for training stipends. Administrator LaBombard explained that the clerical position requires more training and oversight from the Town Administrator's Office.

Selectman Kilmer entered the meeting at 5:05 PM.

There was discussion on adjusting the fees that applicants pay and the training stipends.

Colin Smith moved to approve the Reserve Fund Transfer Requests as presented for the Conservation Commission, Planning Board and Board of Health for a total amount of \$6,000, seconded by David Macy. The motion carried unanimously.

Budget Updates:

Administrator LaBombard discussed the FY22 budget. She stated that all other departments are doing okay, but that highway may need a transfer in the future.

Julie Hannum inquired about the status of the capital plan. Administrator LaBombard stated that the Town received a grant and the Collins Center is helping out with the capital plan. A plan should be available for the FY24 budget.

David Macy moved to adjourn the Finance Committee meeting, seconded by Kenneth Smith. The motion carried unanimously.

Selectman Mitsoff moved to adjourn the Select Board meeting, seconded by Selectman Kilmer. The motion carried unanimously.

Chairman Hawver adjourned the meeting at 5:29 PM.

Respectfully submitted:



Jill Hughes
Assistant to Town Administrator

Documents reviewed at this meeting:
Reserve Fund Transfer Requests
Meeting Minutes